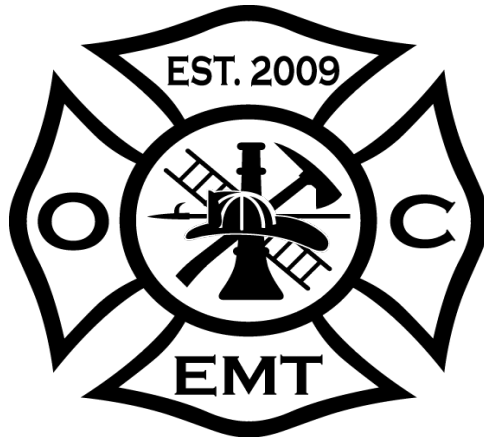




OCEMT
EMERGENCY MEDICAL TRAINING

EMERGENCY MEDICAL TECHNICIAN BASIC COURSE CATALOG

JANUARY 1ST, 2017 THROUGH DECEMBER 31ST 2017



2017 Institutional Statements

Mission Statement:

“To provide the highest level of Emergency Medical Training and Education to persons seeking Employment, Career Development, or Personal Development in the Pre-Hospital setting, by exceeding National Standards and staying at the forefront of EMS Education.”

Vision Statement:

“Through Commitment, Dedication, and Perseverance, we will become a nationally recognized Emergency Medical Training Program that specializes in all EMS certifications at the State and National levels, while always maintaining excellence within our program.”

GENERAL INFORMATION

Andrew Kilian- Program Director

Corey Gremel- Course Director

26429 Rancho Pkwy South, Suite 150, Lake Forest CA 92630

“Orange County EMT’s Emergency Medical Technician-1 Program has been approved to operate by the California Bureau for Private Post Secondary. This is a privately owned and operated training program.” “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the schools performance fact sheet, which must be provided to you prior signing an enrollment agreement.”

Course Description -

Courses consist of an 8 – 10 week accelerated format *totaling 212* hours of course material in Emergency Medical Technician Basic. The Courses are specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in the pre-hospital setting. This course material is drawn from the current National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork. Key objectives of understanding:

- Critical thinking skills
- Clinical knowledge and application for treatment of the sick and injured
- Common sense approach to solve problems
- Safety of ourselves and others
- Ethics and Integrity

Course Details -

During this course the student will receive hours of classroom lecture. The EMT-1 Course is broken down into 4 methods of instruction:

- Lecture Based Via PowerPoint with Audio-visual aids to maximize student retention.
- Individual testing of didactic material. Written exams and a final exam.
- Group practice and inter-active study groups for skills requirements. This will reinforce the importance of teamwork to reach a common goal.
- Individual testing stations for students to demonstrate proficiency on manipulative skills.

Each Student will also be required to complete the Clinical Experience portion of this course to receive a passing grade. There are 2 parts to the Clinical Experience:

- 12 hour Ambulance Ride-Along/Field Observation
- 12 hour Hospital Paramedic Receiving Center (PRC) Observation

Schedule of Total Charges -

The course fee is \$1,300 dollars, which covers the entire period of attendance and is equivalent to the entire educational program.

Description - Orange County EMT is offering Emergency Medical Technician-1. A course completion certificate shall be issued that meets the strict criteria of California EMS, Orange County EMS and is drawn from the National Highway Traffic Safety Administration. Upon successful completion from our 212 hour course students with an 80% score and higher on the final exam will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

Description Continued:

When the student has completed this program he/she will possess:

- Current *CPR for Healthcare Provider* card
- Orange County EMT Emergency Medical Technician-1 Course Completion Certificate.

Admissions Requirements -

Orange County EMT strives to remain consistent with the high standards of the National Standard Curriculum and the State of California; therefore, we have elected to accept the Department of Transportation requirements for program prerequisites of CPR for Healthcare Provider. Below is an Excerpt from the National Standard Curriculum:

"Cardiopulmonary Resuscitation (CPR) -- To meet the time requirements of this revised EMT-Basic Curriculum, CPR should be a prerequisite. Basic life support is an essential component of any EMS educational experience and this class should be successfully completed prior to entering the EMT-Basic program. This may be accomplished by various alternatives:

- *Assure that the EMT-Basic candidates have a current card prior to entering the program.*
- *Offer one or several programs of CPR prior to the start of EMT-Basic program.*
- *Set a time prior to the beginning of the EMT-Basic program and require all*
- *Students seeking to enter that program to participate or test out.*
- *Note: Although CPR is a prerequisite, it should be routinely practiced and integrated*
- *Throughout the entire instruction of the EMT-Basic. Skill stations should be created to reinforce knowledge and skills."*

Orange County EMT will be offering a 6 hour CPR for Healthcare Provider course tentatively scheduled for the second class meeting prior to commencing formal EMT instruction. OCEMT has a goal of producing the highest quality candidate. In our profession, one must be a law-abiding citizen and have the desire to help those in need. We, as Healthcare Providers, are obligated to act with professionalism and maturity at all times. We have elected to hold our students accountable to these standards prior to entering the workforce. We believe that instilling these principles from the beginning will only help to build them for success.

Specified Requirements for Admission -

All EMT Candidates must meet the following requirements for admission per California Bureau for Private Secondary Education as well as OCEMS:

- Must show proof of High School Graduations such as H.S. Diploma or High School transcript verifying graduation, G.E.D, or ATB
- Have a current *CPR for Healthcare Provider* certification (Course provided the second day of class)
- No criminal background
- 18 years of age by National Registry Exam Appointment

Admissions Minimum Requirements -

The refund policy for the return of unearned institutional charges for students who have completed 60% or less of the education program shall be a pro-rated refund. See refund policy

OCEMT does not have an articulation agreement with other institutions and all students must meet the listed admission requirements, including ability-to-benefit students

All students enrolling must speak English proficiently enough to have graduated from High School or to have achieved a GED. There will be no English services provided to those students who are not fluent in English; this course is instructed in ENGLISH ONLY.

Course Completion Requirements for Achievement -

- Be able to perform a patient assessment in need of medical care.
- Clearly recognize a medical condition and traumatic injury.

- The ability to have a concise treatment plan for anyone who is need of medical care.
- Strong understanding of the Scope of Practice of the EMT-1.
- Regular attendance with no more than 3 class sessions of unexcused absence. Orange County EMT fully understands that catastrophic and unexpected events do occur in family and life. It is to provide our students with the best chance for successfully completing our program that we must adhere to the attendance hours.
- Completing all 24 hours of Clinical Experience.
- An 70% or above on the Final Exam. **There will be no Make-Ups for the Final.**
- Passing all 8 skills stations after successfully completing the final with an 70% or above. There will be an opportunity for one re-test on any skill that is not completed with a passing score

Course Points -

- Fisdap EMT Readiness Exam - 200 Question multiple choice
- Fisdap Unit Exams (7) - 75 Question multiple choice – The average of these exams is an accurate marker of how students will perform on the Final Exam
- Clinical Experience - 12 hour PRC observation Pass/Fail.
- Clinical Ride-Along - 12 hour ride-along Pass/Fail.
- Attendance - No more than 10 hours missed - will greatly affect ones ability to be successful.
- Practical Skills Exam - Pass/Fail

Course Grading Scale

Class total= 200 points

A=180-200= 90%-100%

B=160-179 Points= 80%-89%

C= N/A

D= N/A

F= N/A

It should be noted that any student pursuing National Registry Exam, must score 70% or above on the final exam and pass all "pass/fail" requirements.

The EMT Code of Ethics-

- The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well being.
- The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Emergency Medical Technician.
- An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
- The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.
- The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service that requires the professional competence of an Emergency Medical Technician
- The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.

- The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Libraries and Other Learning Resources

For the purpose of instructional education for Emergency Medical Technician-1, Orange County EMT has listed all needed equipment and/or learning resources necessary to be successful for completion of our program. The following resources are mandatory for each student to have prior to the first day of didactic instruction. These items must be purchased by the student prior to start of class:

Required Course Material

Students must purchase one of the resources listed below. Option One includes a Hardcopy of the book and Navigate Premier, Option Two is an E-Book with Navigate Premier. Student Outlines are distributed at orientation which eliminates the need for a hardcopy of the book unless it is preferred by the student. Promotion Code OCEMT38 applied. Discount applied to Emergency Care and Transportation of the Sick and Injured Includes Navigate 2 Premier Access, Eleventh Edition, and Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition.

Option One:

Hardcopy Textbook and Navigate 2 Premier Online Resource
 Emergency Care and Transportation of the Sick and Injured Includes Navigate 2 Premier Access, Eleventh Edition
 ISBN: 9781284110524
 Total: \$267.19

Use the attached link to order
<http://www.jblearning.com/cart/Default.aspx?bc=11052-4&ref=psg&coupon=OCEMT38>

Option Two:

E-Book and Navigate 2 Premier Online Resource
 Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition
 ISBN: 9781284110531
 Total: \$200.23

Use the attached link to order
<http://www.jblearning.com/cart/Default.aspx?bc=11053-1&ref=psg&coupon=OCEMT38>

Library Resources

OCEMT has medical related resources found in a bookshelf within its classroom. Resources include, but are not limited to:

- Emergency Care and Transportation of the Sick and Injured, 11th Edition
- Medical Dictionary
- American Heart Association BLS for Healthcare Provider Student Manual (CPR)
- Anatomy and Pathophysiology reference material
- California State EMS Skills Sheets

Websites and Other Resources

- These websites may be used at the student's leisure to offer further insight and possibly as resource for employment opportunities that lay ahead once course has been completed
- National Standard Curriculum Course Outline: www.nhtsa.dot.gov
- National Registry EMT: www.nremt.org/
- Perfect Firefighter Candidate: www.firecareers.com
- California EMS Agency: www.emsa.ca.gov/
- Orange County EMS Agency: www.ochealthinfo.com

The EMT-1 training material is drawn directly from The National Standard Curriculum *New Education Standards*. Brady Publications is an excellent resource to reflect this curriculum specifically. Each and every student has the ability to be successful in this course if he/she follows lesson plans and puts forth the effort to learn the material.

SCHOOL POLICIES

“Notice concerning transferability of credits and credentials earned at our institution.”

The transferability of credits you earn at Orange County EMT, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Course Completion Certificate you earn thru OCEMT is also at the complete discretion of the institution to which you may seek to transfer. If the Course Completion Certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OCEMT's EMT-1 Training Program to determine if your Course Completion Certificate will transfer.

Title IV -

It should be noted that Orange County EMT does not participate in Federal or State Financial Aid Programs.

Placement Services -

At this time we do not offer Job Placement Services to candidates that have passed this program successfully. Orange County EMT has established well-respected professional relationships with many employers throughout Orange County. It is our desire to eventually become a recruiting platform for employment within these organizations.

Housing -

Orange County EMT does not offer housing nor do we recommend any housing/dormitory facilities. It shall be up to the prospective student to find their own housing while attending this EMT-1 program.

VISA -

Orange County EMT does not admit students from other countries. It is not the responsibility of OCEMT to check immigration status of our prospective students. A Department of Justice Background check will be performed for the EMT wishing to become licensed in Orange County in the near future. All instruction and audio/visual aids will be delivered in the English Language.

Experiential Credit -

Orange County EMT does not award credit earned from another training institution and/or college or university. The 212 Hour Emergency Medical Technician-1 Program is an intense and challenging course that will have specifics taught that are Orange County CA specific. Any previous education in Health Science or Emergency Medicine will be beneficial to the student, however will not count as credit earned for this course.

Financial Aid -

Orange County EMT does not provide financial aid programs in any way. All costs that are associated with enrollment into our program shall be between the student and their financial institution.

Distance Education -

Orange County EMT does not provide distance education.

Dismissal Policy -

Failure to abide by all local and federal laws will be grounds for immediate dismissal from the program. Furthermore, all Rules of conduct found under "Program Code of Conduct" shall be followed with strict adherence. Any student dropped for violation of any policy shall be dropped from class without a refund. Any student found cheating will be immediately removed from class and dropped without a refund. Any student found under the influence of any intoxicant will be immediately removed from class and dropped without a refund. Violence or threatening behavior will not be accepted in any way. This will lead to dismissal and notification to local Law Enforcement.

Failure to meet objectives stated in course achievement criteria will result in dismissal from this program. Also, any unlawful, unethical, or act seen as dishonest outside the guidelines set forth by the State of California EMS Authority or Orange County EMS may result in program expulsion. If such an occurrence does take place, there will be no refund of any kind for the student that has been separated from Orange County EMT's training program.

Student Probation Policy -

Any student who receives an 80% on the average of the first three block exams will be placed on academic probation throughout the duration of the course. Probation consists of a signed document signed by both OCEMT and the student, which states the student has achieved a sub-standard exam score and may be in danger of not passing the final with an 80% without a corrective action.

Student Attendance Policy -

Students must make every attempt to be at all class sessions. If a student is unable to attend because of other obligations, a maximum of 3 class sessions will be excused.

Leave of Absence Policy -

Any student who is absent for more than 3 class sessions without contacting OCEMT will be dropped from the class, or will be placed on a Leave of Absence per our discretion. If placed on a Leave of Absence the student will have the option to enroll in the next course available to them.

Complaint Procedure -

"A student or any member of the public may file a complaint about this institution with Bureau of Private Post secondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site.

Refund Policy:

Purpose:

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled, or does not complete the period of enrollment for which the student has been charged.

Procedure:

- a. Notify Administration of your intention to drop Course through email, writing, phone, or in person
- b. Administration will confirm your request to drop has been received.
- c. The date of confirmation will start the Refund period.
- d. Refund amounts will be issued per the Criteria listed below
- e. Refunds will be issued through PayPal or by check to the address listed at the time of enrollment

Refunds:

- a. Refunds, when due, must be made without requiring a request from the student
- b. Refunds, when due, shall be made within 45 days:
 - (1) of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student
 - (2) from the date Orange County EMT terminates the student or determines withdrawal by the student.
- c. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

1. Refunds for Classes Canceled by Orange County EMT:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Orange County EMT Refund Policy for Withdrawal After Course Commences:

- A. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition. *(Class Days 1 & 2)*
- B. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition. *(Class Days 3-5)*
- C. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; *(Class Days 6-10)*
- D. After the first 50% of the period of financial obligation, the institution may retain all of the tuition. *(Class Days 11-22)*

Grievance Procedure

If you feel that your rights have been violated:

1. Informal Process- Notify instructor and or Administrative Faculty
-If *Unresolved*, File a formal complaint
2. Formal Process- Send a written complaint to the Chief Academic Officer
-If *Unresolved*, Formal Process continues
3. Investigation/Decision- OCEMT will investigate grievance & respond within 2 weeks of receiving formal
``complaint
-If *Unresolved*, file appeal within 5 days of decision
4. Appeal to Board of Trustee- Send a written appeal to OCEMT Board of Trustees through the Program Director
-A decision will be given to the student within 30 days of receiving the written complaint
-If *Unresolved*, send a written complaint to the BPPE
5. Appeal to the Bureau of Private Post secondary Education
-Final Disposition

Questions -

“Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Post secondary Education.”

Bureau of Private Post secondary Education

2535 Capital Oaks Drive, Suite 400

West Sacramento, CA 95798-0818

Toll Free (888) 370-7589

Fax (916) 263-1896

www.bppe.ca.gov

Required Student Records -

- Orange County EMT shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program within this institution.
- Orange County EMT shall maintain, for each student granted a degree or certificate by this institution, permanent records of all of the following:
 - The EMT-1 course completion certificate granted and the date on which that degree or certificate was granted.
 - The courses and units on which the certificate or degree was based.
 - The grades earned by the student in each of those courses.
- Orange County EMT shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:
 - The educational programs offered by this institution and the curriculum for each.
 - The names and addresses of the members of this institution's faculty and records of the educational qualifications of each member of the faculty.
 - Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16

Student Tuition Recovery Fund Disclosure -

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California residents who attends a private post secondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved

institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold students visas, are not considered a “California resident”. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the

STRF Disclosure Continued:

date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Post secondary Education:

2535 Capitol Oaks Drive Suite 400

Sacramento, CA 95833

Toll Free (888) 370-7589

Fax (916) 263-1896

www.bppe.ca.gov

Student Tuition Recovery Fund- STRF

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

COURSE OBJECTIVES

1) Clinical Objectives: Ambulance

- **Objectives Related to Behavior**
 - Present a neat, well-groomed appearance.
 - Dress according to the clinical guidelines, name tag visible.
 - Demonstrate dependability by reporting for duty on time and stay the full allotted scheduled time. (10/12hrs)
 - Notify the EMT instructor when ill or unable to attend scheduled clinical assignment.
 - Demonstrate cooperation and willingness to learn.
- **Objectives for Ambulance Ride-Along**
 - Identify the location and purpose of the standard equipment found on a BLS Ambulance Unit.
 - Complete the BLS Ambulance Unit Checklist.
 - Lift gurney in and out of the BLS Ambulance Unit with instruction and help from the ambulance personnel
- **Objectives Related to Performance**
 - Perform a primary survey and treat patients.
 - Perform a secondary survey, record findings and give care.
 - Assist with patient care on the scene, at the discretion of ambulance personnel.
 - Monitor patient's vital signs and status during transportation.
 - Take and record a minimum of two (10) patient assessments and histories, using the form provided.
- **Objectives Related to Observation**
 - The student observes and is prepared to discuss the following:
 - Reassurance of family members at the scene.
 - Extrication of trapped persons.
 - Patient care during transportation, including monitoring of intravenous therapy.
 - Communication between the ambulance and hospital, including written and verbal reports.
- **Objectives Related to End of Assignment**
 - Have Student Performance Documentation form completed by ambulance personnel.
 - Complete Student Performance & Observation Log on Training Plan.
 - Inform the ambulance personnel when leaving.

2) Clinical Objectives: Emergency Department

- **Clinical Objectives**
 - Present a neat, well-groomed appearance.
 - Dress according to the clinical guidelines, nametag visible.
 - Demonstrate dependability by reporting for duty on time and stay the full allotted scheduled
 - Notify the EMT instructor when ill or unable to attend scheduled clinical assignment. Demonstrate cooperation and willingness to learn.
- **Objectives Related to Performance**
 - Measure and record temperatures, pulses, respirations and blood pressures.
 - Measure and record apical pulses.
 - Take and record a minimum of two (10) patient assessments.
 - Move, lift and transport patients to other units with supervision.
 - Identify the location and purpose of oxygen and suction equipment.
 - Identify the location of supplies, linen, medical equipment, etc.
 - Complete the Emergency Room Checklist.

- **Objectives Related to Observation**
 - The student observes and is prepared to discuss the following:
 - The patient evaluation, including the physical exam and history recording.
 - The care given in emergency situations, including airway management, breathing assistance, oxygen therapy, control of bleeding, combating shock, care of the emotionally disturbed, pediatric patients and patients with medical problems.
 - Care of wounds and aseptic techniques.
 - Application of slings, elastic bandages, basic bandages and pressure bandages.
 - Methods of suctioning, including oral, oral pharyngeal, endotracheal and tracheal.
 - Monitoring of Intravenous Therapy.
- **Objectives Related to End of Assignment**
 - Have Student Performance Documentation form completed by emergency room personnel.
 - Complete Student Performance & Observation Log on Training Plan
 - Inform emergency room personnel when leaving

Instructor Qualifications

Andrew Kilian -Program Operations Director

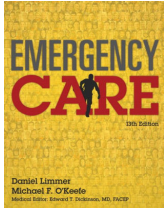
- **Fire Engineer/Paramedic** - *Anaheim Fire Department*
 - **Coastline Regional Occupational Program** - *Vocational Education Teaching Credential*
 - **California State Fire Marshal** - *Instructor 1A, 1B*
 - **American Heart Association Instructor** -
 - (ACLS) *Advanced Cardiac Life Support*
 - (PALS) *Pediatric Advanced Life Support*
 - (CPR) *BLS For Healthcare Provider*
-

Corey Gremel – Course Administrative Director

- **Fire Captain/ Paramedic** - *Anaheim Fire Department*
 - **Bachelor of Science Degree** - *San Diego State University*
 - **Associates of Science Degree** - *Santa Ana College*
 - **Long Beach State University** - *Vocational Education Teaching Credential*
 - **Coastline Regional Occupational Program** - *First Responder Instructor*
 - **American Heart Association Instructor-**
 - (ACLS) *Advanced Cardiac Life Support*
 - (PALS) *Pediatric Life Support*
 - (CPR) *BLS For Healthcare Provider*
-

Instructors maintain licensure as California State Paramedics through 48 hours of Continuing Education every 2 years. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area or other courses related to teaching.

COURSE DETAILS



<u>Course Title:</u>	Emergency Medical Technician
<u>Job Title:</u>	Emergency Medical Technician Basic
<u>Prerequisite:</u>	Current AHA CPR (<i>Healthcare Provider</i>) 18 years of age at time of Registry Exam Appointment.
<u>Required Text:</u>	Emergency Care, 13th Edition.
<u>Recommended:</u>	Medical Dictionary

Course Description:

This 212 Hour Emergency Medical Technician-1 course is 10 weeks in duration and is specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in the pre-hospital setting. This course material is drawn from the new National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork. Key objectives of understanding:

- Critical thinking skills
- Clinical knowledge and application for treatment of the sick and injured
- Common sense approach to solve problems
- Safety of others and ourselves
- Ethics and Integrity

Course Details:

During this course the student will receive 188 hours of classroom lecture. The EMT-1 Course is broken down into 4 methods of instruction:

- Lecture Based Via PowerPoint with Audio-visual aids to maximize student retention.
- Written Exam for quizzes and final.
- Group practice and inter-active study groups for skills requirements. This will reinforce the importance of teamwork to reach a common goal.
- Individual testing stations for students to demonstrate proficiency on manipulative skills.

Each Student will also be required to complete the Clinical Experience portion of this course to receive a passing grade. All 24 hours must be completed prior to receiving a Course Completion Certificate. There are 2 parts to the Clinical Experience:

- 12 hour Ambulance Ride-Along/Field Observation
- 12 hour Hospital Paramedic Receiving Center (PRC) Observation

Course Grading Scale:

Class Scores Breakdown

Class total= 200 points

A=180-200 Points = 90%-100%

B=160-179 Points = 80%-89%

C= NA

D= NA

F= NA

****It should be noted that any student pursuing National Registry Exam, must maintain an 80% average and above throughout the entire course!***

Final Exam- 200 Question multiple choice worth 200 points.

Block Exams (4)- 50 Question multiple choice with True/False worth 50 points each. The average of these exams is an accurate marker of how students will perform on the final

Clinical Experience- 12 hour hospital observation Pass/Fail.

Clinical Ride-Along- 12 hour ride-along Pass/Fail.

Attendance- No more than 3 class sessions shall be missed or will greatly affect ones ability to be successful.

Practical Skills Exam- Pass/Fail

COURSE CONTENT IN MODULES

MODULE 1 PREPARATORY/PUBLIC HEALTH

Lesson 1-1 Emergency Medical Care Systems, Research, and Public Health

- The EMS system
- Roles and Responsibility of the EMT
- Research and EMS care
- Public Health

Lesson 1-2 Workforce Safety and Wellness of the EMT

- Emotional Aspects of Emergency Care
- Scene Safety
- Wellness and Principles

Lesson 1-3 Medical/Legal and Ethical Issues

- The Scope of Practice
- Issues of Patient Consent and Refusal
- Other Legal Aspects of Emergency Care

Lesson 1-4 Documentation

- Functions of the Prehospital Care Report
- Collection of Data in the PCR
- Legal Concerns
- Special Situations
- Alternative Documentation Methods
- Medical Abbreviations

Lesson 1-5 Communication

- EMS Communication Systems
- Team Communication and Dynamics
- Therapeutic Communication (Bedside Manner)

Lesson 1-6 Lifting and Moving Patients

- Body Mechanics for Safe Lifting
- General Guidelines for Lifting and Moving
- Lifting and Moving Patients
- Packaging for Transportation

MODULE 2 ANATOMY AND PHYSIOLOGY

Lesson 2-1 Medical Terminology

- Anatomical Terms
- Body Systems
- Medical Terminology

MODULE 3 PATHOPHYSIOLOGY

Lesson 3-1 Pathophysiology

- Cellular Metabolism
- Components Necessary for Adequate Perfusion

MODULE 4 LIFE SPAN DEVELOPMENT

Lesson 4-1 Life Span Development

- Life Span Development
- Birth - Adolescence - Adulthood - Late Adulthood

MODULE 5 AIRWAY

Lesson 5-1 Airway Management, Artificial Ventilation, and Oxygenation

- Respiration
- Respiratory System Overview
- Airway Assessment
- Assessment of Breathing
- Oxygen Therapy
- Special Considerations in Airway Management and Ventilation

MODULE 6 ASSESSMENT

Lesson 6-1 Baseline Vital Signs, Monitoring Devices, and History Taking

- Gathering Patient Information
- Monitoring Equipment
- Baseline Vitals Signs
- Preparing to Take the History
- Taking the History

Lesson 6-2 Scene Size-Up

- Determining Scene Safety
- Determine the Nature of the Problem
- Determine the Number of Patients

Lesson 6-3 The Patient Assessment for Trauma and Medical Emergencies

- Details for performing Patient Assessment for TRAUMA
- Details for performing Patient Assessment for MEDICAL

MODULE 7 PHARMACOLOGY

Lesson 7-1 Pharmacology and Medication Administration

- Administering Medications
- Medications Commonly Administered by the EMT
- Medication Names
- Routes of Medication Administration
- Medication Names
- Essential Medication Information
- Key Steps in Administration
- Reassessment Following Administration
- Sources of Medication Information

MODULE 8 SHOCK AND RESUSCITATION

Lesson 8-2 Shock and Resuscitation

- Shock
- Resuscitation in Cardiac Arrest
- AED and Cardiac Arrest
- Recognizing and Treating Cardiac Arrest
- Special Considerations for the AED

MODULE 9 MEDICINE

Lesson 9-1 Respiratory Emergencies

- Respiratory Anatomy, Physiology, and Pathophysiology
- Respiratory Distress
- Pathophysiology of Conditions that Cause Respiratory Distress
- Metered-Dose Inhalers and Small Volume Nebulizers
- Age-Related Variations (Pediatrics thru Geriatrics)
- Assessment of Care: General Guidelines

Lesson 9-2 Cardiovascular Emergencies

- Review of the Circulatory System Anatomy and Physiology
- Cardiac Compromise and Acute Coronary System (ACS)
- Nitroglycerine
- Age-Related Variations (Pediatrics and Geriatrics)
- Assessment and Care

Lesson 9-3 Altered Mental Status

- Stroke
- Headaches

Lesson 9-4 Seizures and Syncope

- Seizure
- Syncope

Lesson 9-5 Acute Diabetic Emergencies

- Understanding Diabetes Mellitus
- Acute Diabetic Emergencies
- Assessment-Based Approach: Altered Mental Status in a Diabetic Emergency

Lesson 9-6 Anaphylaxis

- Anaphylactic Reactions

Lesson 9-7 Toxicological Emergencies

- Poisons and Poisoning
- Ingested Poisons
- Inhaled Poisons
- Injected Poisons
- Absorbed Poisons
- Specific Types of Poisoning
- Poison Control Centers
- Drug and Alcohol Emergencies
- Specific Drug Abuse Considerations

Lesson 9-10 Abdominal, Gynecological, Genitourinary, and Renal Emergencies

- Acute Abdomen
- Gynecological Emergencies
- Genitourinary/Renal Emergencies

Lesson 9-11 Environmental Emergencies

- Heat and Cold Emergencies
- Exposure to Cold
- Exposure to Heat
- Bites and Stings
- Lightning Strike Injuries
- High-Altitude Sickness

Lesson 9-12 Submersion Incidents

- Water-Related Emergencies
- Scuba or Deepwater Diving Emergencies

Lesson 9-13 Behavioral Emergencies

- Behavioral Problems
- Dealing with Behavioral Problems
- Legal Consideration

MODULE 10 TRAUMA

Lesson 10-1 The Trauma Injury and System

- The Kinetics of Trauma
- Mechanism of Injury
- The Multi-system Trauma Patient
- The Golden Period
- The Trauma System
- Golden Principles of Prehospital Trauma Care

Lesson 10-2 Bleeding and Soft Tissue Trauma

- External Bleeding
- Internal Bleeding
- Factors That May Increase Bleeding
- Hemorrhagic Shock
- Soft Tissue Trauma
- Closed Soft Tissue Injuries
- Open Soft Tissue Injuries
- Dressings and Bandages

Lesson 10-3 Burns

- The Skin: Structure and Function Review
- Airway, Breathing, and Circulation
- Effects of Burns on the Body Systems
- Assessment and Care of Burns

Lesson 10-4 Musculoskeletal Trauma

- Musculoskeletal System Review
- Injuries to Bones and Joints
- Basics of Splinting

Lesson 10-5 Head Trauma

- Anatomy of the Skull and Brain
- Head Injury

Lesson 10-6 Spinal Column and Spinal Cord Injuries

- Anatomy and Physiology of Spine Injury
- Emergency Care for Suspected Spine Injury
- Guidelines for Immobilization
- Special Considerations

Lesson 10-7 Eye, Face, and Neck Trauma

- Anatomy of the Eye, Face, and Neck
- Eye, Face and Neck Injuries
- Specific Injuries

Lesson 10-8 Chest Trauma

- The Chest Specified
- Chest Injuries Orange
- County Protocol National
- Protocol

Lesson 10-9 Abdominal and Genitourinary Trauma

- The Abdomen
- Genital Trauma

Lesson 10-10 Multi-System Trauma and Special Considerations

- Multi-System Trauma
- Trauma in Special Patient Populations
- Assessment Based Approach

MODULE 11 SPECIAL PATIENT POPULATIONS

Lesson 11-1 Obstetrics and Care of the Newborn

- Anatomy and Physiology of the Obstetric Patient
- Antepartum (Pre-delivery) Emergencies
- Labor and Newborn Delivery
- Abnormal Delivery
- Care of the Newborn

Lesson 11-2 Pediatrics

- Dealing with Caregivers
- Dealing with the Child
- Assessment-Based Approach to Pediatric Emergencies
- Airway and Respiratory Problems in Pediatric Patients
- Specific Peds. Respiratory and Cardiopulmonary Conditions
- Other Pediatric Medical Conditions and Emergencies
- Pediatric Trauma
- Child Abuse and Neglect
- Special Care Conditions

Lesson 11-3 Geriatrics

- Effects of Aging on Body Systems
- Special Geriatric Assessment Findings
- Assessment-Based Approach

Lesson 11-4 Patients with Special Challenges

- Recognizing the Special Challenges Patient

- Sensory Impairments
- Cognitive and Emotional Impairments
- Paralysis
- Obesity
- Homelessness and Poverty
- Abuse
- Technology Dependence
- Airway and Respiratory Devices
- Vascular Access Devices
- Renal Failure and Dialysis
- Gastrointestinal and Genitourinary Devices
- Intraventricular Shunts
- Terminally Ill Patients

MODULE 12 EMS OPERATIONS

Lesson 12-1 Ambulance Operations and Air Medical Response

- Driving the Ambulance
- Warning Devices
- Roadway Incident Scene Safety
- Phases of an Ambulance Call
- Air Medical Transport
- Security and Safety

Lesson 12-2 Gaining Access and Patient Extrication

- Planning Ahead
- Sizing up the Scene
- Gaining Access
- Extrication
- Specialization, Extrication, and Disentanglement Techniques

Lesson 12-3 Hazardous Materials

- Identifying Hazardous Materials
- Guidelines for Hazardous Materials Rescues

Lesson 12-4 MCI

- Multiple-Casualty Incidents
- National Incident Management System
- Triage
- Disaster Management

Lesson 12-5 Weapons of Mass Destruction

- WMD
- Pre-hospital Response to Terrorism Involving a WMD
- Conventional Weapons and Incendiary Devices
- Chemical Agents Biological Agents
- Nuclear Weapons and Radiation
- Personal Protection and Patient Decontamination

MODULE 13 ADVANCED ACCREDITATION

Lesson 13-1 OCEMS Policy #315.00

- To define the scope of practice of an Accredited Emergency Medical Technician (EMT) practicing in Orange County

Lesson 13-2 OCEMS Policy #315.00 Assisted Medications and ALS Supportive Tasks

- If available and indicated, concomitant with notifying ALS providers, allow patient self administration or assist patient with physician prescribed emergency medications limited to the following:
 - Nitroglycerine aerosol or tablets
 - Albuterol inhalation - metered dose inhaler or nebulizer treatment
 - Epinephrine auto-injector
 - Aspirin
- Assist ALS providers in placement of 12-lead ECG leads.
- Assist ALS providers during endotracheal intubation by handing them the flexible intubation guide.
- Place pulse oximetry probes and record oxygen saturation results. If patient is short of breath and pulse oximeter reading is less than 95%, administer oxygen.
- Place mechanical tourniquets for uncontrolled external bleeding of extremities.
- Place and initiate operation of the Autopulse® external chest compression device for management of cardiopulmonary arrest.
- Administer atropine and 2-PAM by means of Duodote® or Mark-1 kit to self or under ALS direction.
- Withhold resuscitation of a patient meeting declared dead criteria as identified in OCEMS policy 330.50 and honor a DNR request, Advanced Healthcare Directive or California POLST form as defined by OCEMS

Lesson 13-3 OCEMS Policy# 315.00 Evaluation: Skills

- Metered dose Inhaler
- 7 Rights of medicine administration
- Endo-tracheal tube suctioning
- Glucometer
- Intra-venous set-up (IV for ALS assistance)
- Mark-1 kit (Duodote) WMD overview
- 12 Lead ECG



ORANGE COUNTY EMT
26429 RANCHO PKWY SOUTH, SUITE 150
LAKE FOREST, CA 92630

EMERGENCY MEDICAL TECHNICIAN BASIC COURSE

ENROLLMENT AGREEMENT

I, _____, am enrolling in the Emergency Medical Technician Basic program provided by Orange County EMT. I understand the course requirements set forth by Orange County EMT and the procedures to obtain an EMT 1 license through the State of California and Orange County EMS. I understand that this course is 212 hours, and that I must achieve an 80% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the National Registry Exam, which I must successfully pass in order to apply for a County EMT 1 License. This Enrollment Agreement is valid for a period from the first day of class _____ through the last day of class _____. *I acknowledge that this Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.*

Fees-

COURSE FEE- \$1,300

DEPOSIT/REGISTRATION FEE- \$400 NON-REFUNDABLE ENROLLMENT FEE REQUIRED TO ENROLL IN THE COURSE WITH THE BALANCE TO BE PAID IN FULL ON OR BEFORE THE FIRST DAY OF CLASS AND NO MORE THAN TWO WEEKS (14) DAYS AFTER THE COURSE START DATE UNLESS ENROLLED IN A PAYMENT CONTRACT

Schedule of Charges-

THE COURSE FEE OF \$1,300 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$400 DOLLAR ENROLLMENT FEE WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL FEE OF THE CLASS..

STUDENT TUITION RECOVERY FUND: Non-Refundable (\$0.00 dollars per \$1,000 institutional charge)

Student's textbooks are provided with tuition, however students are responsible for any fee's charged by the National Registry, State of California EMS, County EMS for licensure, and DOJ Live Scan Background.

Loans-

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.



Refund Policy:

Purpose:

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled, or does not complete the period of enrollment for which the student has been charged.

Procedure:

- f. Notify Administration of your intention to drop Course through email, writing, phone, or in person
- g. Administration will confirm your request to drop has been received.
- h. The date of confirmation will start the Refund period.
- i. Refund amounts will be issued per the Criteria listed below
- j. Refunds will be issued through PayPal or by check to the address listed at the time of enrollment

Refunds:

- c. Refunds, when due, must be made without requiring a request from the student
- d. Refunds, when due, shall be made within 45 days:
 - (1) of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student
 - (2) from the date Orange County EMT terminates the student or determines withdrawal by the student.
- c. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

1. Refunds for Classes Canceled by Orange County EMT:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Orange County EMT Refund Policy for Withdrawal After Course Commences:

- E. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition. *(Class Days 1 & 2)*
- F. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition. *(Class Days 3-5)*
After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; *(Class Days 6-10)*
- G. After the first 50% of the period of financial obligation, the institution may retain all of the tuition. *(Class Days 11-22)*

Financial Aid- OCCEMT does not offer financial aid, but will set up payment contracts for those who need assist



Enrollment Agreement

Complaint Procedure-

“A student or any member of the public may file a complaint about this institution with Bureau of Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau’s Internet Web “www.bppe.ca.gov”

To file a complaint with OCEMT follow grievance procedures below;

Grievance Procedure-

1. You feel that your rights have been violated
2. **Informal Process-** Notify instructor and or Administrative Faculty
-If Unresolved, File a formal complaint
3. **Formal Process- Send** a written complaint to the Chief Academic Officer
-If Unresolved, Formal Process continues
4. **Investigation/Decision-** OCEMT will investigate grievance & respond within 2 weeks of receiving formal complaint
-If Unresolved, file appeal within 5 days of decision
5. **Appeal to Board of Trustee-** Send a written appeal to OCEMT Board of Trustees through the Program Director
-A decision will be given to the student within 30 days of receiving the written complaint
-If Unresolved, send a written complaint to the BPPE
6. **Appeal to the Bureau of Private Postsecondary Education**
-Final disposition

Questions-

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education.”

Bureau of Private Postsecondary Education

2535 Capitol Oaks Dr. Suite 400

Sacramento, CA 95833

Toll Free (888) 370-7589

Fax (916) 263-1896

www.bppe.ca.gov



Student Tuition Recovery Fund- STRF

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number

Student Disclosures

Student Right to Cancel-

Students have a right to cancel and obtain a refund of charges paid through the first day of attendance or 7th day after enrollment, whichever is greater, minus the \$400 dollar enrollment fee. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Received Documents Prior to Signing Statement-

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

Initial _____

Enrollment Agreement Cancellation Procedure-

A student requesting cancellation of their Enrollment Agreement must do so verbally and in writing to the Course Director or Chief Academic Officer of OCCEMT, within 1 week of signing the contract. The student will then sign a “Cancellation of Enrollment” form which will be stored with the students original Agreement.



ORANGE COUNTY EMT
26429 RANCHO PKWY SOUTH, SUITE 150
LAKE FOREST, CA 92630

Enrollment Agreement

Loans Guaranteed By the Government-

“If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur.

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid

Questions-

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400, CA 95833
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1896
Website: www.bppe.ca.gov

Complaint-

“A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Website www.bppe.ca.gov

Binding Contract-

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institutions cancellation and refund policies have been clearly explained to me.”

Student Name _____

Student Signature _____

Date: _____

OCCEMT Course Director: _____

Date: _____